

29 March 1971

Office Reporting	Number of Reports Affected	Savings Reported	Assigned Goal		How savings achieved
			Man Hours	Dollars	
OC	9	2487	18,148.00	18,000	1 report cancelled - 8 reduced in frequency and elimination of duplication.
OF	21	--	44,536.27	41,000	14 reports cancelled - 7 reduced by procedure change.
OL	41	4106	26,700	24,000	16 reports eliminated - 25 changed in frequency and number of copies.
ONS	1	32	1,936.	700.	Converting report #5 from Monthly to Quarterly.
OP	16	--	*9,200	22,000	11 reports cancelled, 5 reduced in reporting frequency and Number of copies.
OS	5	--	10,811.70	8,000	2 cancelled - 3 changed.
OTR	2	--	9,050.00	9,000	OTR-16 (8 individual reports) extensively reducing material covered in report. OTR-17 "End of Course Report" (6 individual reports) Will be required only on certain important courses.
SSS	3	261	3,346.00	2,718	Discontinued daily section in A&R. 1 RAB report reduced from Quarterly to 3 times per year. Eliminated special portions from Annual Records Inventory.
Total	98	6,886	123,728.87	125,418	